

CHANGE ANNOUNCEMENT

CASE REVIEW INSTRUMENT Effective 10/18/06

CHANGES

The case review instrument has been revised. Number 4 on the form is new. It asks “Was the summary of the Employment Discussion complete?” In addition, the previous number 14 (now #15) wording has been revised to add clarification.

VRIS UPDATE

The case review instrument form on VRS has been revised. It is found on VRS under Printed & Marketing Materials — Administrative Forms.

FORMS REVISED

The case review instrument has been revised.

TEAM COMMUNICATION

Discuss the new information in a team meeting.

LEADERSHIP CONTACT

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